

**CLASS TITLE: ASSOCIATE DIRECTOR FOR PLANNING
AND ADMINISTRATIVE SERVICES
(DEM)**

**Class Code: 02517800
Pay Grade: 43A
EO: A**

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: Within the Department of Environmental Management to be responsible for: budgeting, and financial management; planning and development of outdoor recreation and conservation areas including land acquisition; environmental coordination and public information programs; to assume the duties of and responsibilities for the overall administration of the Department in the absence of the Director, as designated; and to do related work as required.

SUPERVISION RECEIVED: Works under the administrative direction of the Director of Department of Environmental Management with considerable latitude for the exercise of independent judgement; work is reviewed through conferences and submitted reports for compliance with departmental policies and objectives, laws, rules and regulations.

SUPERVISION EXERCISED: Plans, organizes, supervises and reviews the work of professional, technical, clerical staff.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible for the planning, developing, coordinating and administering the overall management of fiscal monies of all the divisions and offices of the Department of Environmental Management.

To supervise and coordinate the Department's administrative services, policies and programs relating to human resources management and labor relations.

To be responsible for evaluating and recommending modifications to departmental fees for recreational facilities.

To be responsible for supervision of the preparation of the Departmental operating and capital budgets.

To serve as the Director in case of absence or inability of the Director to discharge the responsibilities of the office.

To attend meetings and conferences involving federal, state and local officials, professionals and the public, as required, to represent the Director.

To assist the Director in the formulation of departmental policies and procedures.

To supervise the development of State Parks from master planning through administration of construction projects.

To develop, review and evaluate departmental application for federal grant funds.

To supervise the acquisition of additional land for recreation and conservation purposes.

To supervise the distribution of Federal land and water funds to cities and towns.

To be responsible for developing programs for public participation in the departmental planning.

To be responsible for coordinating the review of Environmental Impact Statements and major projects affecting the environment.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge and understanding of the principles and techniques of public administration; a thorough knowledge and understanding of state and federal laws relating to personnel management and labor relations issues; a thorough knowledge of the principles and practices of governmental planning, administration, budgeting, and capitol development budgeting and the ability to apply these principles and practices; a working knowledge of recreational land development techniques including landscape design and construction supervision; a through knowledge of the principles and

applications of land use, regional and environmental planning; a thorough knowledge of intergovernmental relationships, the ability structure creative planning process and to supervise and motivate professional people in participating in planning activities; the ability to work closely with Federal, local and other state officials as well as with representatives of the general public; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: possession of a Master's Degree in Public Administration, or a related field; and

Experience: Such as may have been gained through: considerable experience in a highly responsible administrative and supervisory position with responsibility for administration, planning, budgeting and program implementation.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: August 25, 1991

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